

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. With my background in [Your Field/Industry] and relevant experience, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. This experience has equipped me with [related skills or knowledge relevant to the job], which I believe align well with the requirements of the [Job Title] position.

I have also attached references from [Reference's Name] at [Reference's Company] and [Another Reference's Name] at [Another Reference's Company]. Both can attest to my skills in [mention relevant skills or experiences]. Thank you for considering my application. I look forward to the opportunity to discuss how my background and enthusiasms can contribute to the success of [Company's Name].

Sincerely,
[Your Name]